

2 July 1969

HSM - 3

HISTORICAL STAFF MEMORANDUM

SUBJECT: Historical Staff Master Index

1. To support the implementation of the Agency Historical Program, the Historical Staff will expand the Source Document Index, established 1965, and since maintained by the HS/Clandestine Services Group, into an All-Agency master research index. The Historical Staff Master Index will be designed to help writers locate documents of historical interest, pertaining to the organization, administration, and operation of the Agency and its components.

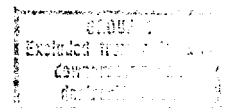
25X1A

2. The nucleus of the Master Index will consist of approximately [redacted]

[redacted] source documents, primarily from the Clandestine Services. To serve the Agency Historical Program, this Index will be expanded to comprehend historical documents concerned with the activities of the DCI, the DCI Area, and all four Agency Directorates. Additions to the Index will be made on Historical Staff Source Index Cards (Form 2523 revised).

3. In developing the Index, the HS will screen existing Agency document collections to identify sources of interest to Agency historical writers. The Index is intended to assist in the location of sources now difficult to recover because they are included in lightly indexed record collections, in records which have not been indexed from a historical point of view or are dispersed in different parts of the Agency. As appropriate, the Index will be cross referenced by areas or countries, organizations, functions, topics, and personalities. Ancillary indices will be provided as required for special topics, such as to assist in the identification of committees, cryptonyms, and other subjects.

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4. The Index will include references to intelligence objectives, requirements, collection and production programs, reviews, evaluations, surveys, and other subjects relevant to the history of the Agency. Particular emphasis will be given to Agency activities which support US policy formation and implementation. The Index is not, however, intended as a substantive guide to finished intelligence reports, such as to National Estimates or National Intelligence Surveys, for which the Agency maintains other reference support facilities. To avoid duplication of effort, the Historical Staff will itself maintain source collections only in limited circumstances, such as when documents are used frequently (as prescribed in HSM-2).

5. The Index will usually refer to individual documents. When appropriate, however, citations in the Index may be made to folders or to record groups, as when collections of documents are already fully indexed or when they are self-indexing.

6. Responsibility for the development and maintenance of the Master Index is assigned to the Curator of the Historical Staff, who will manage the Index as a service of common concern. He is responsible for maintaining the physical security of the Index, for insuring that the cards disclose no more than is necessary to assist historical writers in locating relevant documents and for insuring that the cards do not disclose operational sources or methods.


7. Direct access to the Master Index will be confined to the Chief of the Historical Staff, the Deputy Chief, the Curator, and his assistant. Requests for assistance from historical writers or other persons having reason to use the Index will be reviewed by the Curator, or in his absence, his assistant, who will search the Index, select and screen the relevant cards, and make them available in accordance with established Agency security procedures.

8. Original source documents and copies of Agency source documents held by the Historical Staff will be identified in the Master Index as indicated in Other Agency documents indexed in the Master Index will be identified by 25X1A

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symbol and number in accordance with existing Agency document control systems. Detailed guidance for the creation of Source Index Cards and the maintenance of the Master Index is contained in the Historical Staff Index Procedural Guide. 25X1


Howard M. Ehrmann
Chief, Historical Staff

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INTERNAL
USE ONLY



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:
Chief, Historical Staff

EXTENSION
4245

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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